



Town of Tewksbury
Tewksbury Public Library

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978.640.4490

Diane H.C. Giarrusso
Library Director

Director's Report

To: Board of Trustees
From: Diane Giarrusso, Library Director
Date: March 10, 2015

Facilities/Grounds

- **Ice!** Knock wood, we have not had any leaks from the ice dams or the snow on the roof. Joe Fiumara temporarily repaired a hole near the edge of the metal roof that we think was caused by an icicle that fell at just the right angle....It will be fixed after the snow this spring.
- **I've submitted a traffic/parking plan** to the Police Department to review. I've asked them to let me know if they think we'll need a police detail for the Mini Golf Fundraiser and expect to hear back soon. I also discussed internal traffic flow of the library during mini golf with the Friends of the Library and feel that it will work well for the event. Both plans are attached for your information.

Policy/Services

- **Back in 2002**, a former director presented the Board with a Decertification policy for review and approval. The Board voted to approve the policy. At that point, Haverhill's library was severely cut and they were in danger of losing their certification. I have been unable to locate a copy of this policy, but believe it mirrored several that were being proposed to Trustees throughout the Merrimack Valley. I recreated what would have been in the policy and present it to you for review and an updated vote. This action was precipitated by the possibility that the Boxford Town Library was threatened with loss of certification if they didn't re-open a library in their town. Today, 3/5/2015, the MA Board of Library Commissioners did not decertify Boxford.
- **Reference** Librarian, Corinn Flaherty and I discussed the Internet Policy. We are both comfortable with the wording as it is and request your approval of the policy.
- **On your advice**, I spoke with Mr. Montuori about the marble DAR plaque. He agreed to have it hang in Town Hall when it reopens after renovation. Until then, we will store it in the administration storage room.
- **Our State Aid Award** for this year is 75% of the total award because I was able to expend 13% of our operating budget on materials last year. My goal is to be able to do that again this year (FY15). As long as the FY16 budget passes and we are able to hire a Teen Librarian, we will be able to open an additional 3 hours per week. This will bring us to 90% accommodation on the hours open requirement, allowing us to receive 12.5% more in State Aid. As soon as there are more staff members available to cover the front desk and children's department, we can open an additional evening and reach 100% of our hours open requirement. This will take another fiscal year. We really need 18 FTEs to open 59 hours per week.
- **Lowell Sun Article:** This article came about as a result of a conversation the reporter had with Mr. Todd Johnson about Town priorities. One of the Selectmen's priorities is to speak to the legislative delegation about the State Aid to Public Libraries program, specifically the Municipal Appropriation Requirement.

Encl. *Statistics*
Internet Policy
Decertification Policy
Mini Golf Parking and Interior Layout Plans
